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Approved For Release 2002/02/13 : CIA-RDP80-00473A000300040014-4

DDA 77-5418  
4 OCT 1977

MEMORANDUM FOR: (Offices)

25X1A. FROM: [REDACTED]

Chief, Management & Assessment Staff, DDA

SUBJECT: Management Objectives for Fiscal Year 1978

REFERENCES: a. Mult Adse Memo fm A/DDA dtd 8 Aug 77;  
Subj: Directorate MBO Program for  
FY 1977 & FY 1978 (DDA 77-4457)  
b. Mult Adse Memo fm C/MAS/DDA dtd 14 Sep 77;  
Subj: DDA Office Management Conferences  
(DDA 77-5080)

1. Mr. Malanick has completed his review of the objectives proposed for FY 1978 and has accepted as DDA Objectives those listed in Attachment A.

2. As he discussed with you at the Morning Meeting of 28 September, he intends to conduct two types of management conferences during the coming year. The first series of conferences will address "regular" objectives with each Office Director in a mode similar to that followed in the past. The second series of conferences will cover objectives involving ADP activities in which ODP has some degree of involvement. The Directors of those Offices that are concerned will meet in joint session at these management conferences.

3. The agenda for the management conferences that are scheduled for October (confirming updated schedule--Attachment B) will provide the opportunity for review of the action plans for the "regular" FY 1978 objectives and for the final report on the status of FY 1977 objectives as described in referent b.

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DDA 77-5418  
4 OCT 1977

MEMORANDUM FOR: (Staffs)

STATINTL

FROM: [REDACTED]  
Chief, Management & Assessment Staff, DDA

SUBJECT: Management Objectives for Fiscal Year 1978

REFERENCES: a. Mult Adse Memo fm A/DDA dtd 8 Aug 77;  
Subj: Directorate MBO Program for  
FY 1977 & FY 1978 (DDA 77-4457)  
b. Mult Adse Memo fm C/MAS/DDA dtd 14 Sep 77;  
Subj: DDA Office Management Conferences  
(DDA 77-5080)

1. Mr. Malanick has completed his review of the objectives proposed for FY 1978 and has accepted as DDA Objectives those listed in Attachment A.

2. Two types of management conferences will be conducted during the coming year. The first series of conferences will address "regular" objectives with each Office Director in a mode similar to that followed in the past. The second series of conferences will cover objectives involving ADP activities in which ODP has some degree of involvement. The Directors of those Offices that are concerned will meet in joint session at these management conferences.

3. The agenda for the management conferences that are scheduled for October (confirming updated schedule--Attachment B) will provide the opportunity for review of the action plans for the "regular" FY 1978 objectives and for the final report on the status of FY 1977 objectives as described in referent b.

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SUBJECT: Management Objectives for Fiscal Year 1978

4. Formulation of a pattern for the FY 1978 joint management conferences on ADP objectives has not been completed as yet. As mentioned by Mr. Malanick at his Morning Meeting, he plans to hold the ADP management conferences less frequently than the bimonthly conferences for "regular" objectives-- perhaps at 3 or 4 month intervals. Thus, it is anticipated that the first joint management conference on ADP objectives will not be held before January 1978. We will advise you of the design for the FY 1978 ADP management conferences as 25X1A soon as it is finalized.

Attachments:

- A. List of Objectives
- B. Updated Schedule

Distribution:

- 1 - D/CO, w/att
- 1 - D/ODP, w/att
- 1 - D/MS, w/att
- 1 - C/ISAS, w/att
- 1 - C/IPS, w/att
- 1 - D/EEO, w/att
- ① - DDA Subject, w/att
- 1 - DDA Chrono, w/o att
- 2 - DDA/MAS, w/att

25X1A

DDA/MAS

(3 Oct 77)

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ATTACHMENT  
A

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27 September 1977

A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

OFFICE OF COMMUNICATIONS

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
OC-03-76	Cable Dissemination System (CDS)		OC-01-76 SKYLINK*
OC-04-76	Field Automation Support		OC-08-77 Imagery Trans- missions ** Systems (ITS-W)
OC-13-76	Headquarters Secure Telephone System		
OC-09-77	Headquarters Area Transmission (HATS)		
OC-11-78	Management Improvement Program		
OC-13-78	OC - Safety & Health		
 TOTALS	6	0	2

\*Recommended as Office Level MBO.  
\*\*To be completed in January 1978.

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September 1977

A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

OFFICE OF DATA PROCESSING

ACCEPTED AS DDA OBJECTIVE

REGULAR

ADP

OTHER

ODP-04-77	COMIREX Automated Management System (CAMS)	ODP-19-77	PERSIGN
ODP-05-77	TADS		
ODP-09-77	Computer Plan		
ODP-10-77	SAFE		
ODP-24-78	Programming Standards		
ODP-25-78	Minicomputer Support		
OCP-26-78	ADSTAR		

TOTALS	7	1	0
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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

OFFICE OF MEDICAL SERVICES

ACCEPTED AS DDA OBJECTIVE

REGULAR

ADP

OTHER

OMS-02-77	Assessment Center Techniques (for tracking purposes only)	OMS-08-77	CAMPS	OMS-15-78	Revision of Agency Medical Cri- teria Manual*
OMS-10-77	Health Education Program (for tracking purposes only)				
OMS-12-78	Counterterrorism Behavioral Support-- Limited Force Crisis Response				
OMS-13-78	Syndrome Approximation Test (SAT)				
OMS-14-78	Reassessment of PSS Program and Resources				
OMS-16-78	CPR Life Support Training				
TOTALS.	6		1		1

\*Recommended as Office Level MBO

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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

INFORMATION SYSTEMS & ANALYSIS STAFF

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
ISAS-10-77	Update of Regulations	ISAS-25-78	Automated Records Information System for AARC
ISAS-13-77	Vital Records Survey		
ISAS-17-77	Reports Management Program		
ISAS-19-77	30-year Declassification Program		
ISAS-21-78	HHB Disposition Policy & Procedures		
ISAS-22-78	Micrographics		
ISAS-23-78	Word Processing		
ISAS-24-78	Chapter on Agency Archives Procedures for Headquarters Handbook		
TOTALS	8	1	0

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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

INFORMATION & PRIVACY STAFF

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
IPS-07-78	Publish FOI/PA Guidance	IPS-11-78	Design, Computerized Subject Index
IPS-08-78	Design Standard Form for Exemptions		
IPS-09-78	Publish Quarterly Status Reports Backlog		
IPS-10-78	Alternatives to Speed up Compliance with FOI/PA Requests		
TOTALS	4	1	1

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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
EEO-01-78	Increase minority representation		
EEO-02-78	Selection of EEO Officers		
EEO-03-78	Upward Mobility Project AIM		
EEO-04-78	FUST		
 TOTALS	4	0	0

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29 September 1977

REVISED SCHEDULE  
DDA MANAGEMENT CONFERENCES (REGULAR)  
OCTOBER 1977

ATTACHMENT  
B

OFFICE	DATE	TIME
OF	17 October 1977	1:30
ISAS	18 October 1977	1:30
OP	19 October 1977	1:30
OMS	20 October 1977	1:30
IPS	21 October 1977	1:30
ODP	25 October 1977	1:30
OC	26 October 1977	1:30
OS	27 October 1977	1:30
OL	28 October 1977	1:30
MAS	31 October 1977	1:30
OTR	1 November 1977	1:30